

MODA

SPACE ONLY INFORMATION

If you have booked a Space Only stand, there are a number of responsibilities that you need to undertake:

- Ensure your stand can be built within the time frame given
- Appoint a reputable contractor - are they an ESSA member (Event Supplier and Services Association) - www.essa.uk.com
- Ensure your contractor has the information they need to be able to do their job properly
- Read and abide by the Terms and Conditions of your exhibiting contract
- Understand your responsibilities under UK Legislation including CDM Regulations (www.cdm4events.org.uk)

Please ask your contractor to send the following information:

- Layout plans including elevations
- Construction & Destruction Phase Plan including key risks
- Method Statement
- Risk Assessment

All stand designs and safety paperwork (Construction Phase Plan & Method Statement) must be submitted by 7th January 2019.

To: Essential Events

E: admin@essentialevents.co.uk

T: +44(0) 1926 470 100

Please brief your contractors to abide by the [eGuide Regulations](#), along with the show guidance below.

General Guidance

- Adequate precautions must be taken by contractors to protect the fabric of the building during construction and dismantling. Any damage caused to the venue structures will be charged to the exhibitor
- All stands should be designed and built in line with the [eGuide](#), Venue and Organiser regulations.
- The back of the stand should be as well presented as the front
- All stand structure, signs, notices etc. must be confined within the area allocated, and may not project into or over gangways

Aesthetic Rules / Walling Regulations

Unbroken walling

- A minimum of 50% of any open side must remain fully open
- In addition, walling over 5m in length must be setback 1m from the stand edge, and have some form of visual break such as glazed panels/planting etc.
- Please ensure that your stand conforms to the requirements and does not visually block neighbouring stands off from the rest of the exhibition

Please note: walling that contradicts the above will be considered on a case by case basis.

Walling that adjoins another stand

- Exhibitors on part-island sites must provide partition walls between themselves and their neighbours on the block, or separating the stand from the venue wall
- Neighbouring exhibitors can liaise with one another to ensure that at least one of them is building a wall or to arrange to share the cost
- Where you are building your own wall, this must be dressed in white without graphics from the top of the wall to 2.4m off the hall floor
- All divides, must be a minimum height of 2.5m, built on the dividing line and run for the full length of the closed side(s)
- Please note: receiving a 'Drawing inspection notice' does not mean that adjoining stand plans have been checked for compatibility

Bridging

Bridging of gangways will NOT be permitted.

Complex Structures

A Complex Structure is any form of construction of any height, which may require input from a Structural engineer or would be designed by an engineer and/or has through a Risk Assessment been found to provide a significant risk of collapse.

If a stand is not constructed from 'shell scheme' it is the responsibility of the stand designer to determine whether the construction is complex or not and indicate this on the Space Only Plan Submission.

The most common examples of Complex Structures include:

- Any structure, regardless of its height, which requires structural calculations or has had input from a Structural Engineer
- Multi-storey stands
- Any part of a stand or exhibit which exceeds 4m in height
- Suspended items, e.g. bespoke structure, banner systems or suspended stand build
- Freestanding Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height
- All platforms and stages for public use (not including stand floor flats and platforms)

However, the Venue or Organisers may class other stands as complex structures where it has not correctly been determined by the designer.

The Structural Engineer nominated by the Organisers will inspect the Complex Structure at the design stage, during the build-up and on completion.

All charges incurred for the use of this service are the responsibility of the exhibitor.

Construction Phase Plan

Under UK law, you are required to undertake a Risk Assessment and send this over to Essential Events, together with your supporting documents.

All exhibitors who are constructing their stand or arranging for someone else to construct on their behalf should ensure that a **Construction Phase Plan** has been carried out. Your Construction Phase Plan will serve as a useful tool to ensure you and anyone around you is safer.

www.cdm4events.org.uk is a good website explaining what is and isn't required and by whom. They also have some good online templates that will assist you in providing the correct information.

Design

All stand structures must be designed with the method of working and the environment and timeframe that it needs to be built in mind.

The following basic considerations must be addressed:

- The sequence of construction and destruction as well as the sequence for the removal of any temporary parts
- The design should consider the safest means of connecting components and, where appropriate, indicate the necessary provision of access equipment and the safe system of work to reduce the time spent working at height
- The method of construction / destruction and use of appropriate and safe working practices
- Stability at all stages of construction and destruction
- Identifying the point at which the structure can support itself
- Identifying the permanent elements that ensure stability
- Calculations indicating the relevant forces and load capability of the structure
- The floor loading capacity of the venue
- A thorough check of orientation, columns, obstacles, ducts etc.

The design should take account of the safe handling, lifting, storage, stacking and transportation of the components relevant to their size, shape and weight:

- Weights of components should be clearly marked and where necessary, lifting points indicated
- Components should be stacked and delivered so that they can be removed in the desired order
- Deliveries must consider the floor loading in the area of erection or unloading
- As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on the upper level, once lifted, to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems
- Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue
- Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time
- Cranes are allowed but the positioning of the vehicle must be arranged through the official contractor to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck using several forklift trucks is acceptable provided a Method Statement and Risk Assessment for such an activity has been undertaken and submitted

It must be completely self-supporting and stable. No stand should be supported by direct suspension from the roof of the exhibition halls, nor may any fixing be made to the structure of the building. Nothing may be drilled, attached or bolted to the hall floor.

The Organisers' may, at the expense of the exhibitor, remove or alter anything in, on or forming part of any stand if, in their opinion, it is desirable to do so in the interest of the exhibition.

Drawings must clearly identify the sequence of construction, e.g. construction of frame; insertion of legs; fixing of bracing; and destruction.

Doors/Vision Panels

Doors must have a vision panel with a zone of visibility spanning from 500 mm to 1500 mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.

The minimum effective clear width of a door should be 800mm

Double Deck or Multi Storey Structures

Doors must be recessed where they open on to public circulation areas, i.e. they must not open directly on to a gangway.

Emergency exit doors must open outwards in the direction of escape. Sliding doors are not acceptable as emergency exit doors.

Please refer to [eGuide](#) for full regulations.

If you are planning a double deck structure, please also refer to the specific guidance for Double Deck stands on the eGuide and ensure you let Essential Events know at the earliest convenience.

There is a limited build timetable for this event and you should ensure that all parties are able to deliver your stand build safely in the times available to you.

Draping Stand Construction

Stands should not use drapes alone as a wall. Precautions must be taken to ensure that persons pushed against the draping cannot fall through the drapes onto the stand. Suggested Precautions:

- Hang drapes against a solid wall that stands at least 1.1m high
- If building with Trilite, ensure extra cross bar bracing is installed as a barrier
- As an added precaution, ensure drapes are the correct size. There should be no excess draping on the hall floor. The drapes should be tucked in and secured to the hall floor, to ensure persons cannot kick up the drapes as they walk by
- Drapes, curtains, hangings etc. must be inherently or durably flame-proofed. Test certificates must be available for inspection for any materials intended to be used
- Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings
- Curtains on exit routes must hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs

Electrical Regulations

All work on stands must be ordered through the official contractor.

All electrical installations must comply with the Electrical Regulations.

Electric Suppliers & Installations

Any requirement for three-phase supplies will be assessed by the Electrical Contractor.

24-hour supplies and non-standard voltages can also be provided. Please ensure you contact the Electrical Contractor as soon as possible for a quote.

Power will be switched off at source 30 minutes after the show closes each evening.

Please contact the Electrical Contractor if you require power outside of standard hours, or if you need your power by a certain time during the build-up / breakdown phase.

Employment of Labour and Contractors

There are some services which the Organisers are bound within the terms of the tenancy to use. There are additional services where in the best interests of the show the Organisers have appointed Official Contractors. Grouped together these are: Electrical Mains, Catering, Rigging, Water & Waste, Gas, Lifting, Security (not individual stand security).

Where no sole appointment has been made it is recommended that as far as possible, exhibitors should make use of the contractors named in the manual who will be available on-site.

It is the responsibility of the exhibitor to ensure the competency of the contractor and his/her suitability for the work you are specifying in the exhibition.

NOTE: The Organisers reserve the right to stop work being carried out by any person where the work is, in the reasonable opinion of the Organisers, being carried out in breach of

Escape Routes, Inner/Trapped Rooms & Travel Distance

these regulations and the Organisers may require such person to stop work immediately and may direct such person to leave the exhibition.

The maximum travel distance from any part of a stand to a gangway shall not exceed 50metres.

- Where there is only 1 means of escape from the stand, this must be reduced to 20metres
- Travel distance must also be reduced by 25% where alcohol is being served e.g 37.5m/15m

Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.

Occupied inner rooms on stands can have a single emergency exit for up to 60 people (30 where the occupants require assistance escaping) but thereafter there must be a minimum of two, sited remotely from each other.

If the travel distance from the room to a gangway exceeds 20 metres, there must be two exits in any case (reduced to 15 metres where alcohol is being served in the room).

The exhibitor must also anticipate the requirements of disabled and other vulnerable visitors when determining the number of exits.

Stands under 100m² must have a minimum exit width of 1m wide and for stands over 100m² must have exit widths of 2m wide.

Please refer to [eGuide](#) for full regulations.

Exits & Entrances From Stands

Entrances / exits must be a minimum of 2.1m high, and emergency exits must be at least 1m wide (<100m²) and 2m wide (>100m²) wide:

- Exits with doors opening directly onto a gangway must either open inwards or be recessed into the stand
- There should be a distance of no more than 50m to the nearest exit from any point on the stand. Reduced to 37.5m if alcohol is served and 20m with single points of exit, reduced to 15m if alcohol is served
- No floor shall be constructed having a slope in excess of 1 in 12

Stand Lighting

Consideration should be given to the lighting design and layout of a stand, so as to minimise discomfort caused by glare and dazzle to those viewing products.

Adequately maintained general and safety lighting, with maintained illuminated exit notices shall be provided to any enclosed area on a stand.

Emergency Lighting

The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times.

The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux.

Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

Exit Signs

Exit signs must be:

- A minimum height of 200mm and a minimum width of 400mm
- On a 24-hour electrical supply and illuminated at all times
- Positioned so they are conspicuous

Floor Loading	<p>Doors and gates forming part of an escape route shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways.</p> <ul style="list-style-type: none"> • The venue’s floor loading restrictions must not be exceeded. Base plates must be a minimum of 300 mm x 300 mm and 12 mm thick to support a point load of up to 50kn • Point loads in excess of this and in certain areas of the venue will require larger base plates • Any crange requirements MUST be booked through the official lifting contractor • Any loading configurations in the Halls or other parts of the Building or site require the specific approval of the Organisers. In addition, if any exhibit exceeds a 1 tonne point load, should notify Essential Events <p>The maximum weight loading of a duct cover is 5 tonnes.</p> <p>Any costs, through specialists engaged by the Organisers, associated with investigating the viability of potential weight loadings in the Halls or other parts of the building or site will be the sole responsibility of the Exhibitor.</p> <p>No fixings whatsoever may be made to the Hall Floors.</p>
Flooring/ Carpet	<p>All floorcovering must be suitable for its purpose and securely fixed using approved fixing tape.</p> <p>Cables must be hidden away, located out of main walkways and securely fixed down and ramped so they do not present a trip hazard.</p> <p>Please ensure floorcovering and platforms fully comply with the regulations detailed within the manual and eGuide.</p> <p>Fixing to the hall floor is not permitted. All floorcovering and fixing tape must be removed during breakdown.</p> <p>Platforms and flooring are available from Freeman, should you require this.</p> <p>Please ensure you remove your carpet at the end of the show and arrange for its disposal.</p>
Gangways	<p>Please request advice from our Site Managers when looking at the most suitable location for you to work from.</p> <p>Items may need to be moved if they are left in gangways for any significant time or if access is then required.</p>
Height Limit	<p>There is no specific height limit at Moda aside from the height of the building (10m) however we advise that single storey stands are limited to 6m and two storey stands are limited to 8m. If you wish to go above 8m you will need to include in your plans measures to ensure hall lighting and air flow are not compromised.</p> <p>Please note: Stands over 4m in height are classed as COMPLEX and will require checks prior to the event by the Organisers Structural Engineer. This will incur an additional charge which be invoiced to you prior to the event.</p>
Hot Works Permit	<p>Hot works are NOT Permitted.</p>
Materials	<p>All materials used in the construction of stands, features and displays, including signs and fascia’s, must be:</p>

Personal Protective Equipment

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order adequately to perform the functions for which they are designed
- Compliant with the British Standard relevant to the particular material or item and non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7
- Water-based, where applicable, e.g. adhesives and paint and fillers

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

Please refer to the [eGuide](#) for more information.

Platforms

You are reminded that this is the last form of control measure and not the first. Therefore, please ensure you have limited your risks as much as possible before considering your PPE requirements.

As a minimum, the Organiser requires anyone in the loading/unloading areas to wear high visibility clothing of some form. This is to ensure pedestrians are as visible as possible in an area where there is vehicle movement.

We would advise that your staff have sufficient footwear as a minimum and if they are loading or unloading then also a high vis. Once you have considered the environment, you are then required to decide what levels you will require on your stand.

When designing your stand, you should consider whether a platform to the stand is absolutely necessary. If so, please consider the needs of people with disabilities:

- A platform to the overall area of your stand should not exceed 170mm in height (one step) and must have a ramp incorporated into the design to accommodate wheelchair users
- The distance between supporting timbers of platforms constructed from battens (25mm thick minimum) and sheet materials (plywood or MDF, 18mm minimum), must not exceed 400mm from centre to centre
- Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of the floors
- Platform corners must be splayed, rounded or angled to prevent sharp corners and tripping hazards
- Where there is a platform within your stand area or there is a stage, this will be deemed a complex structure where it's height exceeds 600mm, and full structural calculations and/ or drawings should be submitted for inspection

Any stage should have protection, such as handrails and balustrades, on all sides that are not the performance edge. Any individual platform (not including a platform to the overall area of the stand) should have balustrades and/ or handrails on all four sides.

Rigging

For all rigging requirements please contact the NEC Rigging team on the details below:

E: sarah.emerton@necgroup.co.uk

T: +44 (0) 1217 672 687

If you wish to retain your banner after the event please ensure that you liaise with NEC Rigging, who will be prepared to retain your banner for a short period pending collection. It is your responsibility to make the necessary arrangements with either NEC Rigging to arrange a derig.

Stand Number

Please be aware that as a general rule rigs/banners are not de-rigged at the close of the show without prior arrangements with NEC Rigging.

The name and stand number of the company exhibiting must be prominently displayed, ensuring visibility on each side of the stand.

Working Practices

Method Statements and Risk Assessments must be provided and followed. All persons involved with the work shall be competent to undertake the work and have read and understood the Method Statement and Risk Assessments and erection sequence(s).

- Competent supervision is required, and supervisors must be trained and understand the work they are to supervise. They must be able to read and understand the drawings and Method Statements and ensure that they are appropriate for the structure and location. Where the methods are changed, the designer shall authorise the change, in writing, prior to the documentation being changed and these must be re-submitted to the Organiser for approval and to the venue.
- Competent supervision is also required during the destruction phase

The Method Statement for a stand should include:

- Construction and destruction sequences, noting the starting point
- Methods to ensure stability, including the use of temporary components
- The detailed construction scheme that identifies the lifting, alignment and connection requirements
- The preferred system to prevent falls from height, the safe means of access and any special platforms or equipment
- The provision of suitable plant and equipment with which to construct the structure safely

Exhibitors are responsible for ensuring that their stand contractor employs safe working practices and are aware of their responsibilities under the Health & Safety at Work Act.